

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

Received by
State Procurement Office
04/15/2016

TO: Chief Procurement Officer

FROM: DOT HWY Maui
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.
Ship mobile office from Maui to Lanai for field crew use.

2. Vendor/Contractor/Service Provider Name:
Young Brothers Limited

3. Amount of Request:
\$11,710.48

4. Term of contract (shall not exceed 12 months), if applicable:
From: Not a contract To:

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Young Brothers is the only ocean freight service available to ship such goods from Maui to Lanai

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

The department needs this mobile field office shipped to Lanai to serve the field crew. No other facilities are available.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

There are no other vendors for this service.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Expeditions Lanai Ferry, cannot carry cargo this large. Air Cargo cannot carry cargo this large

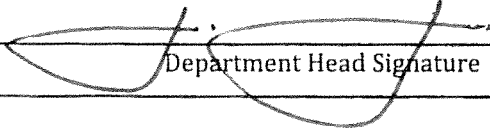
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Stephen Rodgers	HWY-MM	808-344-8194	stephen.t.rodgers@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.*


Department Head Signature

4.14.16
Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

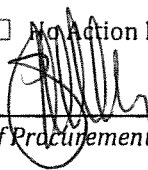
Approval is granted for the solicitation process only and is based on the department's representation that the Young Brothers Limited is the only ocean freight vendor available to ship a mobile office from Maui to Lanai. Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and the award is required to be posted on the Awards Reporting System. Copies of the compliance and the award posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

4/27/16

Date